

Bulletins on Health Insurance, Payroll, and Personnel

UPPS Newsletter 2000-04

April 1, 2000

Personnel Cabinet

*5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

Secretary

*Carol M. Palmore
Suite 516, 502-564-7430
Fax 502-564-7603*

Julie True, Commissioner

*Department for
Employee Relations
Suite 511, 502-564-7911
Fax 502-564-4311*

Herb Sheeting, Commissioner

*Department for
Personnel Administration
Room 530, 502-564-2428
Fax 502-564-5826*

Personnel Cabinet Web Site

*[http://www.state.ky.us/
agencies/personnel/
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

State of Emergency

On February 21, 2000, Governor Patton signed Executive Order #2000-245 declaring a "State of Emergency" due to flooding in Kentucky which began on February 18th. There may have been state employees in the KY National Guard placed on State Active Duty for Emergency Mission # 000218T01.

Sick Leave Donation Memo Revised

The "Memo Concerning Donated Sick Leave" has been modified so that Payroll Officers can use the form to return unused donated sick leave to the donating employee. A copy of this revised memo is attached. This revised memo can also be found on-line in the Procedures Manual for Personnel /Position Actions at <http://kygovnet.state.ky.us/personnel/0persmnl.htm>.

Employee Categories

On March 17, Secretary Carol Palmore issued Personnel Memo 00-5 relating to Employee Categories. A copy of that memo as issued can be found on the Personnel Cabinet website at <http://kygovnet.state.ky.us/personnel/persmemo/pm00-05.pdf>. For informational purposes, we are providing the text of Personnel Memo 00-5 with this newsletter.

House Bill 727, enacted during the 1998 Session of the General Assembly, provided for three categories of employees in state government, i.e., full time, part time and interim. Those categories are defined as follows:

Full-time - A full-time position is one, other than interim, requiring an employee to work at least thirty-seven and one half (37.5) hours in a work week with certain exceptions made for employees in state parks and health care facilities.

Part-time - A part-time position is one, other than interim, requiring an employee to work less than one hundred (100) hours per month.

Interim - An interim position is one established to address a one time or recurring need of less than nine (9) months in duration.

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Employee Categories....Continued from Page 1

Prior to this legislation becoming effective in July of 1998, we received questions from a number of agencies with respect to whether a full-time employee could work less than 37½ hours a week on a continuing basis and still receive benefits and be considered a full-time employee. In response to those inquiries, I issued Personnel Memo 98-6.... and I draw your attention specifically to the first paragraph on the second page. *(A copy of that memo can be found at <http://kygovnet.state.ky.us/personnel/persmanl/html/pm98-06.pdf>.)*

Recently, we noticed that some agencies are employing individuals in full time positions, but are working these individuals just in excess of one hundred (100) hours per month and providing benefits. Allowing full-time employees to work less than full-time is strictly prohibited unless it meets the criteria contained in Personnel Memo 98-6. Part of that criteria requires the prior approval of the appointing authority, the employee's Cabinet Secretary (if different from the appointing authority), and the Personnel Cabinet Secretary.

Please make sure your agency complies with the requirements mentioned above. If you have questions with respect to this issue, please call Jackie Shrout at 502-564-6464.

Local Tax Update

The City of Hodgenville, 05-80, has repealed the occupational license fee ordinance effective immediately.

Coal Run Village, 05-83, established .50% tax, \$35 Maximum.

Checklist of Information Required From Carriers for Payroll Deduction

We have had several agencies contact us with problems they have had getting information from insurance carriers so they can set up payroll deductions correctly for employees. We have put together the attached letter for agencies to use to return incomplete authorization forms to

insurance carriers. This letter has also been placed on the Personnel Cabinet's website at <http://kygovnet.state.ky.us/personnel/reqinfo.doc>. This is a fill-in form in Word 97 format that can be downloaded for completion by your agency.

Clarification of the Work Week for Interim Employees

The current P-1 lists an item 3 for workweek. It now shows Interims, Per Diem, and Hourly. Personnel will remove Interim from this list on the next printing of the P-1. In the meantime, agencies are requested to code the Interims to the appropriate work week.

code 1. 37.5 hour work week
code 2. 40.0 hour work week
code 3. other (will still be used for part time and hourly)

If any Interims come in coded to a 3, Personnel will change them to a code 1.

Valid Account Numbers for Payroll/Personnel Jobs

Recently, agencies were informed by the Finance & Administration Cabinet that they must clean up current invalid TSO numbers before April 2 and any batch jobs that still contains an invalid account number after April 2 will not run. If your agency made any changes to the account numbers affecting personnel and/or payroll runs, you will need to contact Colleen Harvey in the Payroll Branch at 502-564-6883 so that she can enter the correct account number into our system. Any payroll/personnel jobs that still contain an invalid account number on April 2 **WILL NOT RUN**.

Agency Payroll and Personnel Staff List

The attached is our attempt to put together a list of Payroll and Personnel Staff by agency. Please look it over and let us know if there are changes that need to be made for your agency. This list will be maintained on the Personnel Cabinet's website at <http://kygovnet.state.ky.us/personnel/payinfo.htm>.

MEMORANDUM

TO:

FROM:

SUBJECT: Memo Concerning Donated Sick Leave / Return of Unused Donated Sick Leave

DATE:

Sick Leave Donation

This is to certify that _____ hours of sick leave donated by _____,
(name)

_____, _____,
(ss#) (company #)

were transferred to _____, _____,
(name) (ss#)

_____.
(company #)

Please reduce the donor's sick leave balance accordingly.

Return of Unused Donated Sick Leave

This is to certify that _____ hours of sick leave donated by _____,
(name)

_____, _____,
(ss#) (company #)

were unused by _____, _____,
(name) (ss#)

_____.
(company #)

Please credit the employee sick leave balance accordingly.

Recipient's Payroll Officer's Name: _____

Payroll Officer's Phone #: _____

TO:

FROM:

DATE:

SUBJECT: Checklist of Information Required
 From Carriers for Payroll Deduction

I am returning the authorization form for payroll deduction to you without approval for the following reasons checked. Upon completion of the required information, please return the form to me for processing.

- ☐ Employee's Name
- ☐ Employee's Signature
- ☐ Employee's Social Security Number
- ☐ Employee's Cabinet/Department Name
- ☐ Employee's Cabinet/Department Number
- ☐ Insurance Company Name
- ☐ Date of Authorization
- ☐ Deduction Frequency (i.e., once monthly or semi-monthly)
- ☐ Dollar Amount of Deduction

Other:

AGENCY PAYROLL AND PERSONNEL STAFF LIST

March 28, 2000

Company No.	Agency Name/Address	Payroll Office Contact/Phone No.	Personnel Office Contact/Phone No.
10-005	General Assembly Capitol Building, Room 316B Frankfort, KY 40601	Joanna Sagester / 564-8100, x 373 FAX 564-6543	Roy Collins / 564-8100, x 334 FAX 564-6543
10-010	Legislative Research Commission Capitol Building, Room 64 Frankfort, KY 40601	Betsy Barton / 564-8100, x 334 FAX 223-5094	Betsy Barton / 564-8100, x 334 Roy Collins / 564-8100, x 334 FAX 223-5094
20-020	Judicial Form Retirement System State National Bank, Room 302 Frankfort, KY 40601	Donna S. Early / 564-5310 FAX 564-2560	Donna S. Early / 564-5310 FAX 564-2560
20-025	Administrative Office of the Courts 100 Millcreek Park, Bldg. 8 Frankfort, KY 40601	Susan Hutcherson / 573-2350 FAX 573-1633	Susan Hutcherson / 573-2350 Rita Cobb / 573-2350 FAX 573-1633
30-101 30-104 30-105 30-108 30-111	Office of the Secretary Dept of Property Valuation Dept of Tax Administration Dept of Information Technology Dept of Law Revenue Cabinet 200 Fair Oaks Lane Frankfort, KY 40601	Angelina Bennett / 564-3643 FAX 564-2541	Paula Round / 564-3640 Sandy Oliver Anita Collins Janet Creech FAX 564-2541
30-103	PVA 4th Floor, 200 Fair Oaks Lane Frankfort, KY 40601	Donna Seeberger / 564-5620 Kim Holt FAX 564-5219	Donna Seeberger / 564-5620 Kim Holt FAX 564-5219
31-030	Unified Prosecutorial System P. O. Box 2000 1024 Capital Center Drive Frankfort, KY 40602-2000	Linda Rodgers / 696-5500 FAX 696-5532	Linda Rodgers / 696-5500 FAX 696-5532
31-035	Department of Agriculture 500 Mero Street, Room 725 Frankfort, KY 40601	Martha Bruner / 564-4696, x 271 Audrea Burke / 564-4696, x 278 FAX 564-2133	Alisa Edwards / 564-6676, x 245 Harold Nally FAX 564-2133
31-040	Attorney General Capitol Building, Room 34 Frankfort, KY 40601	Martha Price / 696-5620 FAX 564-8735	Susan Bryan / 696-5617 FAX 564-8735
31-045	Auditor of Public Accounts 2501 Georgetown Road, Suite 2 Frankfort, KY 40601	Brenda Swiger / 573-0050 FAX 573-0067	Connie Bohannon / 573-0050 FAX 573-0067
31-074-02	Thomson-Hood Veterans Center 100 Veterans Drive Wilmore, KY 40390	Sandy Bain / 606-858-2814 Jeanne Darby , Ins. FAX 606-858-4039	Amy Lambert / 606-858-2814 800-928-4838 FAX 606-858-4039

Check the Personnel Cabinet's Intranet Website for updates to this list (<http://kygovnet.state.ky.us/personnel/payinfo.htm>).

Contact Beverly at 502-564-7571 or beverly.wihoite@mail.state.ky.us when changes need to be made to this list.

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Company No.	Agency Name/Address	Payroll Office Contact/Phone No.	Personnel Office Contact/Phone No.
31-079	Governor's Office for Technology 101 Cold Harbor Drive Frankfort, KY 40601		Annette Gatewood / 564-8793 Deniese Pyles / 564-7233
31-095 31-096	Military Affairs National Guard Boone National Guard Center Frankfort, KY 40601	Susan Yates / 502-607-1624 Mona Brewer / 502-607-1592 Beth Beck , Ins. / 502-607-1229 FAX 502-607-1240	Angela Skelton / 502-607-1532 FAX 502-607-1240
31-100	Kentucky Retirement Systems 1260 Louisville Road Perimeter Park West Frankfort, KY 40601	Lori Casey / 564-3999, x 1322 Mary Satterly / 564-3999, x 1315 FAX 564-5656	Kathy Hamilton / 564-4740, x 1123 FAX 564-5656
31-112	Dept for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, KY 40601	Beth Mills / 573-2382, x 261 FAX / 573-2512	Gene Pelosi / 573-2686, x 237 FAX / 573-2512
31-120 31-185 31-066	Secretary of State Board of Elections Registry of Election Finance Capitol Building, Room 79 Frankfort, KY 40601	Mark White / 564-3490 FAX / 564-4075 FAX / 564-5687	Mark White / 564-3490 FAX / 564-4075 FAX / 564-5687
31-125	Treasury Capitol Annex, 1st Floor Frankfort, KY 40601	Lori Cohen / 564-4722 FAX 564-6545	Lori Cohen / 564-4722 FAX 564-6545
31-150 *	Board of Accountancy 332 West Broadway, Suite 310 Louisville, KY 40202	Debby Abell / 595-3037 FAX 595-4281	Debby Abell / 595-3037 FAX 595-4281
31-155 *	Board of Auctioneers 9112 Leesgate Road, Suite 5 Louisville, KY 40222	Donna Sims / 339-9453 FAX 423-1854	Donna Sims / 339-9453 FAX 423-1854
31-165 *	Board of Barbering 9114 Leesgate Road, Suite 4 Louisville, KY 40222	Ann Davis / 425-1579 or 429-8841 FAX 429-5223	Ann Davis / 425-1579 or 429-8841 FAX 429-5223
31-170 *	Board of Chiropractic Examiners P. O. Box 183 Glasgow, KY 42142-0183	Beverley White / 270-651-2522	Beverley White / 270-651-2522
31-180 *	Board of Dentistry 10101 Linn Station Road, Suite 540 Louisville, KY 40223	Diana Bailey / 423-0573 FAX 423-1239	Diana Bailey / 423-0573 FAX 423-1239

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Company No.	Agency Name/Address	Payroll Office Contact/Phone No.	Personnel Office Contact/Phone No.
31-190 *	Bd of Embalmers & Funeral Home Dir P. O. Box 324 Crestwood, KY 40014	Emma Lou Hartlage / 241-3918	Emma Lou Hartlage / 241-3918
31-200	Bd of Examiners & Registration of Architects 841 Corporate Drive, Suite 200B Lexington, KY 40503	Deborah Tune / 606-246-2069 FAX 606-246-2431	Deborah Tune / 606-246-2069 FAX 606-246-2431
31-205 *	Bd of Landscape Architects 841 Corporate Drive, Suite 200B Lexington, KY 40503	Jane Gardner / 606-245-2434	Jane Gardner / 606-245-2434
31-225 *	Board of Hairdressers & Cosmetologists 111 St. James Court Frankfort, KY 40601	Brandy Jump / 564-4262 FAX 564-0481	Brandy Jump / 564-4262 Dena Moore / 564-4262 FAX 564-0481
31-245 *	Board of Medical Licensure The Hurstbourne Office Park 310 Whittington Parkway, Suite 1B Louisville, KY 40222	Suzanne Mattingly / 429-8046, x, 227 FAX 429-9923	Suzanne Mattingly / 429-8046, x, 227 FAX 429-9923
31-250 *	Ky Board of Nursing Education & Reg. 312 Whittington Parkway, Suite 300 Louisville, KY 40222-5172	Rosemary Smith / 329-7000, x 223 Leisa Drexler / 329-7036 FAX 502-329-7011	Leisa Drexler / 329-7036 FAX 502-329-7011
31-260 *	Board of Optometric Examiners 1000 West Main Street Georgetown, KY 40324	Connie Calvert / (W) 863-5816 FAX 868-0176	Connie Calvert / (W) 863-5816 FAX 868-0176
31-268 *	Personnel Board 28 Fountain Place Frankfort, KY 40601	Stephanie Bramblet / 564-7830 FAX 564-1693	Kathy Hulette / 564-7830 FAX 564-1693
31-270 *	Board of Pharmacy 1024 Capital Center Drive, Suite 210 Frankfort, KY 40601	Charlene Sizemore / 573-1580 Dottie Stone FAX 573-1582	Michael Mone / 573-1580 Linda Wilhoite FAX 573-1582
31-275 *	Board of Physical Therapist 9110 Leesgate Road, Suite 6 Louisville, KY 40222-5159	Becky Klusch / 327-8497 FAX 423-0934	Becky Klusch / 327-8497 FAX 423-0934
31-284 *	Real Estate Appraisers Board 1025 Capital Center Drive, Room 100 Frankfort, KY 40601	Mary Zagale / 502-573-0091 FAX 502-573-0093	Mary Zagale / 502-573-0091 FAX 502-573-0093
31-290 *	Bd of Professional Engineers 160 Democrat Drive Frankfort, KY 40601	Helen Parrent / 573-2680 800-573-2680 FAX 573-6687	Helen Parrent / 573-2680 800-573-2680 FAX 573-6687

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31-172 31-173 31-174 31-176 31-182 31-210 31-215 31-230 31-240 31-255 31-261 31-262 31-263 31-264 31-295 31-310 31-330 31-391	Bd of Professional Counselors Bd of Certification of Fee-Based Pastoral Counselors Bd of Alcohol and Drug Abuse Counselors Bd of Interpreters for the Deaf and Hard of Hearing Bd of Lic & Crt for Dietitians & Nutritionists Bd of Psychology Bd of Social Workers Bd of Hearing Aid Dealers & Fitters Bd of Nursing Home Administration Bd of Ophthalmic Dispensers Bd of Professional Art Therapists Bd of Occupational Therapy Bd for Respiratory Care Bd of Cert for Marriage & Family Therapists Bd of Speech Pathology & Audiology Bd of Veterinary Examiners Athletic Commission Bd of Registration for Prof Geologists Business of Occupations and Professions 700 Louisville Road, Berry Hill, Suite 2 P. O. Box 456 Frankfort, KY 40602	Judy Gould / 564-3296, x 231 FAX 564-4818	Judy Gould / 564-3296, x 231 FAX 564-4818
31-370	Human Rights Commission 332 West Broadway, Suite 700 Louisville, KY 40202-2130	Anna Adams / 502-595-4024 Melissa Jeffries / 800-292-5566 FAX 595-4801	Lolita Dixon / 502-595-4024 Anna Adams / 800-292-5566 FAX 595-4801
31-395 *	Real Estate Commission 10200 Linn Station Road, #201 Louisville, KY 40223	Michelle Cameron / 425-4273 FAX 426-2717	Michelle Cameron / 425-4273 FAX 426-2717
31-415	Council on Postsecondary Education 1024 Capital Center Drive, Suite 320 Frankfort, KY 40601-8204	Pat Sawyer / 573-1555 FAX 573-1535	Pat Sawyer / 573-1555 FAX 573-1535
32-500	Justice--Office of the Secretary Bush Building, 2 nd Floor 403 Wapping Street Frankfort, KY 40601	Tina Thompson / 564-7712 FAX 564-4840	Tina Thompson / 564-7712 FAX 564-4840
32-520	Dept of State Police 919 Versailles Road Frankfort, KY 40601	Mary Ashby / 695-6386 Teresa Newton , Ins. / 695-6364 FAX 573-6615	Michelle Clark / 695-6361 Jean Ann Gabbard / 695-6300 FAX 695-6364

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32-523	Dept of Juvenile Justice Capital City Complex East, Bldg #3, 3 rd Floor 1025 Capital Center Drive Frankfort, KY 40601	Natalie Jackson / 573-3747 Angela Raisor , Ins FAX 573-2031	Valorie Moore / 573-3747 Lorie Crawley Carey Hill Rosemary Sewell Cynthia Watson FAX 573-2031
32-525	Dept of Criminal Justice Training Kit Carson Drive Funderburk Bldg., Room 101 Richmond, KY 40475-3137	Kim Coyle / 606-622-3077 Martha Hurt / 606-622-8143 FAX 606-622-2740	Mary Pascal / 606-622-5894 Martha Hurt / 606-622-8143 FAX 606-622-2740
32-527	Corrections Department State Office Building, Room 200 Frankfort, KY 40601	Phyllis Thurman / 564-4636, x 240 Janice Finley , Ins / 564-4636, x 241 FAX / 564-3571	Becky Ogden / 564-4636 Stephany Ivers Jackie Tupman Beth Steinle FAX 564-3571
33-410	Kentucky Heritage Council 300 Washington Street Frankfort, KY 40601	Donna Coleman / 564-7005, x 110 FAX 564-5820	Wise Smith / 564-3716 Joyce Leathers Vel Lovins Carla Vinegar
33-340 33-407 33-410 33-530	Deaf & Hard of Hearing Commission Ky Environmental Education Council Ky Heritage Council EA&H--Office of the Secretary	Mary Cafego / 564-8300, x 298 FAX 564-5773	
33-529	Kentucky Arts Council 31 Fountain Place Frankfort, KY 40601	Carolyn Starbuck / 564-3757 FAX 564-2839	
33-540	Department of Education 500 Mero Street, 16 th Floor Frankfort, KY 40601	Judy Bowen / 564-3716 Carla Gillion FAX 564-6771 FAX 564-7574	
33-540-052-04	School for the Blind 1867 Frankfort Avenue Louisville, KY 40206	Vickie Claxon / 897-1583 FAX 595-0091	
33-540-052-05	School for the Deaf South Second Street Danville, KY 40422	Jeanette Peyton / 606-239-7017, x2152 FAX 606-239-7006	
33-545	Kentucky Educational Television 600 Cooper Drive Lexington, KY 40502	Mary Frances Cecil / 606-258-7103 or 564-2714 FAX 606-258-7399	Ray Sullivan / 606-258-7112 FAX 606-258-7399

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Company No.	Agency Name/Address	Payroll Office Contact/Phone No.	Personnel Office Contact/Phone No.
33-550	Kentucky Historical Society Old Capitol Annex 300 West Broadway P. O. Box 1792 Frankfort, KY 40602-1792	Mary Ann Conley / 564-3016, x 4409 FAX 564-4701	Mary Ann Conley / 564-3016, x 4409 FAX 564-4701
33-555	Dept for Libraries & Archives 300 Coffeetree Road, P. O. Box 537 Frankfort, KY 40601	Mary Cafego / 564-8300, x 298 FAX 564-5773	Pam Brookman / 564-8300, x 301 Lori Franklin / 564-8300, x 300 Georgianne Reynolds / 564-8300, x 299 Christie Robinson FAX 564-5773
34-083 34-350 34-375 34-569 34-590 34-595 34-600	Ky River Authority Environmental Quality Commission Ky Nature Preserves Commission Office of the Secretary Dept of Environmental Protection Dept of Natural Resources Dept of Surface Mining Rec & Enf Natural Resources & Env. Protection 500 Mero Street, 4 th Floor Frankfort, KY 40601	Elizabeth Hensley / 564-2042, x 34 FAX 564-1538	Elizabeth Hensley / 564-2042, x 34 Karen Pulliam / 564-2042 Joy Morgan / 564-6716 FAX 564-2043
35-605 35-606 35-607 35-608 35-610 35-620 35-625 35-626 35-630	Office of the Secretary Office of Transportation Delivery Office of General Counsel & Legislative Affairs Department of Human Resources Management Dept of Administrative Services Dept of Fiscal Management Dept of Highways Dept of Rural & Municipal Aid Dept of Vehicle Regulations Transportation Cabinet State Office Building, 8 th Floor Frankfort, KY 40601	Jim Dodson / 564-7334, x 253 FAX 564-7462 FAX 564-5621 Dorothy Rice Charlotte Mann , Ins. / x 256	Rosemary Bowling / 564-4610 Mary Simpson Kathryn McCrystal Betty Hawkins FAX 564-7462
36-635 36-636 36-637 36-638 36-639	Office of the Secretary Dept of Administration & Support Dept for Business Development Dept of Financial Incentives Dept of Community Development Economic Development Cabinet 500 Mero Street, Room 2130 Frankfort, KY 40601	Jack O'Nan / 564-4300, x 4271 Stacey McClellan / 564-4300, x 4288 FAX 564-3256	Jack O'Nan / 564-4300, x 4271 Stacey McClellan / 564-4300, x 4288 FAX 564-3256

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37-175 37-300 37-374 37-385 37-675 37-680 37-681 37-685 37-690 37-705	Crime Victims Compensation Board Board of Tax Appeals Ky State Racing Commission Public Service Commission Office of the Secretary Dept of Alcoholic Beverage Control Dept of Charitable Gaming Dept of Financial Institutions Dept of Housing, Buildings & Const. Dept of Mines & Minerals Public Protection & Regulation Cabinet 90 Airport Road, Suite 1 Capital City Airport Bldg. Frankfort, KY 40601	Frances Greene / 564-7760, x 240 Frances Greene / 564-7760, x 240 Frances Greene / 564-7760, x 240 Barbara McDaniel / 564-8048 Julie Cox / 564-7760, x 242 Julie Cox / 564-7760, x 242 Julie Cox / 564-7760, x 242 Barbara McDaniel / 564-8048 Barbara McDaniel / 564-8048 Julie Cox / 564-7760, x 242 Betty Bostick , (Workers Comp Adj) / 606-246-2026 FAX 564-0086	Frances Greene / 564-7760, x 240 Frances Greene / 564-7760, x 240 Kathy Caudill / 564-7760, x 227 Kela Simpson / 564-7760, x 241 Kathy Caudill / 564-7760, x 227 Kela Simpson / 564-7760, x 241 Kela Simpson / 564-7760, x 241 Debbie Uschan / 564-7760 Debbie Uschan / 564-7760 Kela Simpson / 564-7760, x 241
37-515	Department for Public Advocacy 100 Fair Oaks Lane, Suite 302 Frankfort, KY 40601	Cheree Goodrich / 564-8006, x 114 FAX 564-7890	Cheree Goodrich / 564-8006, x 114 FAX 564-7890
37-695	Department of Insurance 229 West Main Street P. O. Box 517 Frankfort, KY 40601	Dawn Adams / 564-6154, x 216 FAX 564-1650 FAX 564-6090	Randy Donahue / 564-6015, x 224 Dawn Adams / 564-6154, x 216
39-075	Higher Education Assistance Authority 1050 U. S. 127 South, Suite 102 Frankfort, KY 40601	Susan Dunn / 696-7498 FAX 696-7496	Susan Dunn / 696-7498 Janice Ernst FAX 696-7496
31-032 31-070 31-074-00 & 01 31-076 31-079 31-085 31-110 31-345 31-354 31-400 31-765	Superintendent of Public Instruction Governor's Office Department of Veterans' Affairs Military Affairs Commission Governor's Office for Technology Lt. Governor's Office Office of Secretary to Exec. Cabinet School Facilities Construction Comm Executive Branch Ethics Comm Commission on Women Office of State Budget Director	Sandra Daniels / 564-8066 Vickie Kessler , Ins. FAX 564-2613	Sandra Daniels / 564-8066 FAX 564-2613

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39-078 39-750 39-751 39-752 39-758 39-775 39-780 39-785	Kentucky Kare Health Insurance Authority F&A Office of the Secretary Office of Legal & Legislative Services Office of Management and Budget Office of the Controller Department of Administration Office of Governmental Services Ctr Dept for Facilities Management Finance & Administration Cabinet Capitol Annex, Room 388A Frankfort, KY 40601	Sandra Daniels / 564-8066 Vickie Kessler , Ins. FAX 564-2613	Deniese Pyles / 564-7233 Pam Catlett LaChele Taylor FAX 564-2613
39-759 39-901 39-902 39-904 39-905 39-907 39-908 39-910 39-911 39-913 39-914 39-916 39-917 39-921 39-922 39-926 39-927	Sheriff's Expense Allowance Jefferson County Clerk Jefferson County Sheriff Kenton County Clerk Kenton County Sheriff Campbell County Clerk Campbell County Sheriff Fayette County Clerk Fayette County Sheriff Daviess County Clerk Daviess County Sheriff Pike County Clerk Pike County Sheriff Hardin County Clerk Hardin County Sheriff Warren County Clerk Warren County Sheriff County Fees Branch Capitol Annex, Room 497 Frankfort, KY 40601	Marie Bramblett / 564-8785 Teresa Bright FAX 564-7882	

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43-235	Kentucky State Fair Board P. O. Box 37130 Louisville, KY 40233	Kris Muir / 367-5241 FAX 367-5109 FAX 367-5299 FAX 367-5258	Barbara Whitley / 367-5231 Debbie Tompkins / 367-5232 Dora Holmes
43-660 43-850 43-860	Dept of Fish & Wildlife Office of the Secretary Dept of Travel No. 1, Game Farm Road Frankfort, KY 40601	Regina Penn / 564-7109, x 440 Becca Gaines / 564-7109, x 444 FAX 564-6508	Michelle Kent / 564-7109, x 435 Regina Penn / 564-7109, x 440
43-665	Kentucky Horse Park 4089 Iron Works Pike Lexington, KY 40511	Robin Cottle / 606-259-4207 FAX 606-254-0253	Stephanie Gibson / 606-259-4235
43-670	Department of Parks	John Shouse / 564-4950, x 315 Carol Edwards / 564-4950, x 313 Kaye Nita Gallagher / 564-4950, x 317 Carole Cammack / 564-4950, x 314	Brenda Wilson / 564-4815, x 316 Laurie Spaulding / 564-4815, x 310 Dawn Williams / 564-4815, x 308 Lynne McWilliams
43-850 43-860	Office of the Secretary (INSURANCE ONLY) Dept of Travel (INSURANCE ONLY) 500 Mero Street, Room 1128 Capital Plaza Tower Frankfort, KY 40601	Steve Hayden , Ins. / 564-4950, x 312 FAX 564-6100	Bob Bates / 564-7109 x 423 Jon Wertzler
44-380	Occupational Safety & Health Review #4 Millcreek Park (KOSH) Frankfort, KY 40601	Lisa Thompson / 573-6892 FAX 573-4619	Lisa Thompson / 573-6892 FAX 573-4619
44-900 44-920 44-925	Office of the Secretary Dept of Workplace Standards Dept of Workers' Claims Labor Cabinet 1049 U. S. 127 South Frankfort, KY 40601	Donna Lancaster / 564-3070 Debbie Russell FAX 564-0313	Darla Sandlin / 564-3070, x 213 FAX 696-4907 Patsy Quire / 564-3070 FAX 696-3868
44-930	Workers Compensation Funding Commission 42 Millcreek Park	Joyce Hensley / 573-3505 Jean Branham Judy Mann Barbara Pulliam	
44-940	Ky Employers' Mutual Insurance Authority 250 West Main, Suite 900 Lexington, KY 40507-1724	Jenny Whitis / 606-425-7800, x 1110 FAX 606-425-7850	Jenny Whitis / 606-425-7800, x 1110 FAX 606-425-7850

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Contact Beverly at 502-564-7571 or beverly.wihoite@mail.state.ky.us when changes need to be made to this list.

AGENCY PAYROLL AND PERSONNEL STAFF LIST

March 28, 2000

Company No.	Agency Name/Address	Payroll Office Contact/Phone No.	Personnel Office Contact/Phone No.
46-531 46-532 46-533 46-534 46-536 46-538 46-541 46-546 46-547 46-551	Office of the Secretary St Board for Proprietary Education Council on Vocational Education Dept for the Blind Off of Training & Reemployment Dept of Employment Services St. Bd for Adult & Tech Ed Dept for Technical Education Dept for Adult Education & Literacy Dept of Vocational Rehabilitation Workforce Development Cabinet 500 Mero Street 2nd Floor, Room 230 Frankfort, KY 40601	Sharon Woolums / 564-6211 FAX 564-2316 Smitty , Ins. / 564-3548 Fran Terhune , Ins.	Renee Redding / 564-3548 Gina Helvey
46-546-27-11	Ky Tech District 1 100 School Avenue Madisonville, KY 42431	Nancy Burnett / 824-7546 FAX 824-7572	Nancy Burnett / 824-7546 FAX 824-7572
46-546-27-12	Ky Tech District 2 1845 Loop Drive Bowling Green, KY 42102-1868	Bonnie Hanes / 270-746-7467 FAX 270-746-7460	Bonnie Hanes / 270-746-7467 FAX 270-746-7460
46-546-27-13	Ky Tech Elizabethtown ABO Suite 180 916 North Mulberry Street Elizabethtown, KY 42701	Linda Kerr / 766-5137 564-5180 FAX 737-0505	Linda Kerr / 766-5137 564-5180 FAX 737-0505
46-546-22 46-546-27-14 46-546-27-16- 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10	Technical Education 20th Floor Capital Plaza Tower 500 Mero Street Frankfort, KY 40601	Beverly Parrish / 564-4286 FAX 564-3851	Beverly Parrish / 564-4286 FAX 564-3851
46-546-27-15	Ky Tech District 5 120 Vo-Tech Drive, Suite 203 Hazard, KY 41701	Deanna Fugate / 606-435-6100	Deanna Fugate / 606-435-6100

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March 28, 2000

Company No.	Agency Name/Address	Payroll Office Contact/Phone No.	Personnel Office Contact/Phone No.
46-546-27-16-00, 01, 02, 03, 04, 05	Ky Tech District 6 4818 Roberts Drive Ashland, KY 41101		Carol Roe / 606-928-4256, x 227 FAX 606-928-6420
46-546-27-16-06, 07, 08, 09, 10	Ky Tech District 6 513 Third Street Paintsville, KY 41240-1095		Judy Blanton / 606-789-3115, x 245 FAX 606-789-9753
47-790 47-791 47-792	Office of the Secretary Dept. for Employee Relations Dept. for Personnel Administration Personnel Cabinet Suite 516, 5th Floor 200 Fair Oaks Lane Frankfort, KY 40601	Linda Wilson / 564-7409, x 2020 Paula Groves , Ins. / 564-7409, x 2119 FAX 564-7603	Linda Wilson / 564-7409, x 2020 FAX 564-7603
48-701 48-726 48-736 48-766	Office of the Secretary Dept for Disability Determination Services Dept for Community Based Services Office of Family Resources & Youth Services Ctr Cabinet for Families & Children 5th Floor, 5C-C 275 East Main Frankfort, KY 40621	Melony Collins / 564-7770, x 3573 Zenda Jones / 564-7770, x 3575 Angela Ritchey , Ins. / 564-7770, x 3572 FAX 564-0200	Rhonda Knight / 564-1950, x 3292 Mark Rosen / 564-7770, x 3249 Cheryl Thompson / 564-7770, x 3249 John Moreland / 564-7770
49-729	Dept for Mental Health & Retardation Services Cabinet for Health Services 4th Floor, 4 W-D 100 Fair Oaks Lane Frankfort, KY 40601	Donna J. Parker / 564-9234 Scott Huffaker , Ins. FAX 564-9239	Terry Tindle / 564-9234 Mindy Hansen / 564-9235 Tonya Blackburn FAX 564-9239
49-721 49-723 49-728 49-746 49-763 49-767 49-769	Office of the Secretary Office of the Inspector General Dept for Public Health Dept for Medicaid Services Office of Certificate of Need Comm for Chld w. Spec. Hlth Care Needs Office of Aging Services Cabinet for Health Services Health Services Building, 2nd Floor (HS2GW-C) Frankfort, KY 40601	Yvonne Cummins / 564-2157 Sallie Boling FAX 564-8389	Teresa McDonald / 564-2157 Patsy Snider / 564-2157 Jim Lambert / 564-2157 Julie Benedict / 564-2781 FAX 564-9239

* Non-P1 Agency

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CRITICAL PHONE NUMBERS

Agency Name/Address	Contact	Phone No.
Commonwealth Credit Union 417 High Street Frankfort, KY 40601	Donna Woods Melissa or Rita Sherrick	564-3623, x 5228 564-5911
KECU 5 th Floor, CHR Building 275 East Main Street Frankfort, KY 40601	Michelle Howard	564-5597, x 1279
Ky Public Employees Deferred Comp Authority 2501 Georgetown Road, Suite 1 Frankfort, KY 40601 Persdeferredcomp@mail.state.ky.us	Connie Smith	573-7925

Payroll Branch Division of Employee Records Department for Personnel Administration Personnel Cabinet Room 535, 200 Fair Oaks Lane Frankfort, KY 40601 PHONE 502-564-6883 FAX: 502-564-5826	Jim Looney , x 2513 Carol Kelien , x 2519 Carl Felix , x 2515 Jo Ann McAlister , x 2518 Kristy Castro , x 2517 Gail Cooper , x 2527 Colleen Harvey , x 2528 Betty Warford , x 2514 Julia Hughes , x 2553
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Agency Assignments Effective 7-16-99			
Processing Branch Division of Employee Records Department for Personnel Administration Personnel Cabinet Room 531, 200 Fair Oaks Lane Frankfort, KY 40601 PHONE: 502-564-6873 FAX: 502-564-5826	Lisa Case , x 2531	35 - Transportation 43 - Tourism Development	46 - Workforce Development 47 - Personnel
	Sandra Darneal , x 2534	32-523 - Justice/Juvenile Justice 32-527 - Justice/Corrections 33 - Education, Arts, and Humanities	37 - Public Protection & Regulation 44 - Labor
	Connie Heady , x 2533	10 - Legislative 30 - Revenue 31 - General Government	32-500 - Justice/Office of the Secretary 32-520 - Justice/State Police 32-525 - Justice/Criminal Justice Training
	Jean Henning , x 2538	34 - Natural Resources 39 - Finance & Administration	49 - Health Services
	Sissy Burnham , x 2535	36 - Economic Development	48 - Families & Children